



Department of Administration / Division of Purchases
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Web Site: www.purchasing.ri.gov

27 Dec 11

Addendum # 1

LOI # 7449294

Title: Uniform Chart of Accounts Consulting Services.

Submission Deadline: EXTENDED to 6 January 12 @ 11:00 AM (Eastern Time)

- **Note that the submission deadline has been extended from 30 Dec 11 to 6 January 12.**
- **This addendum provides all vendor questions / State responses relating to this procurement initiative.**
- **No further questions shall be entertained.**

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7449294 questions

Vendor A:

1. The RIDE data warehouse is mentioned a number of times in the Letter of Interest as well on the State of Rhode Island's website. Can you please provide more detail on the data warehouse? In particular:

- a. Please provide the technical specifications of the warehouse (i.e. database, software, etc.) and the standards that the State has adopted surrounding the data warehouse.

Answer: The data warehouse team is currently in development creating our new standards. However, this RFP does not have any specific deliverables related to the information being requested. The data warehouse is being designed and built internally by the RIDE data warehouse team. The basic technical specifications are that it is built upon .Net and SQL Server.

Has the data warehouse been completely designed and developed? If so, who

- b. performed this work? When was it completed?

Answer: The first phase of the project is scheduled to end in August of 2012. This project is an internal design and build by RIDE staff being led by the Office of Network and Information Systems.

- c. Is the data warehouse replacing the In\$ite software application?

Answer: No. The In\$ite software application has been used as a stand-alone presentation layer. The data warehouse will be used for archival data storage and accessible for ad hoc queries. There is no expected integration of the deliverable creating the presentation materials. The data warehouse will store archival UCOA information accessible through various yet to be designed OLAP tools allowing ad hoc queries and downloads but that is not part of the scope of this project.

2. If possible, please provide a system design and schematic chart of the data warehouse that contains the following information:

- a. Databases that need to and/or are presently interfaced with the data warehouse.

Answer: Although not relevant to this RFP, the data warehouse is currently in design and as soon as available, the specifications and ERD will be posted on our website.

- b. Interfaces that need to be created to integrate information into the data warehouse.

Answer: This is not applicable to this RFP. The will be part of the data team work. Specifications for the file layout will be provided to the successful bidder.

- d. Interfaces that have been created to integrate information into the data warehouse.

Answer: This is not part of the scope of this RFP.

- e. Does the data warehouse contain both financial and non-financial data? If non-financial data resides in the data warehouse please confirm what database(s) captures this information and how it will be interfaced into the warehouse. Additionally, please describe the non-financial data that resides in the warehouse (i.e. student counts, test scores, etc.)

Answer: The new data warehouse will contain integrated financial and non-financial data. The procedure and protocol for this are not part of the scope of this RFP.

3. The Letter of Interest mentions the use of “Data Submission Review (DSR) tools”. Does a standard currently exist? If so, please provide technical information on the DSR tool.

Answer: The DSR tool is a series of excel spreadsheets that contain the account code elements of the Uniform Chart of Accounts (UCOA). By performing a series of work flows, errors in the account code structure can be determined and reported back to RIDE for correction by school districts. The RFP requires that the vendor maintain and enhance the DSR as needed. The vendor is accountable for quality assurance reviews of district data using these tools.

4. Please provide a list and if possible samples of reports and/or charts/graphs that need to be developed as part of this project.

Answer: Samples of reports from prior years can be viewed on RIDE’s website using the following link: http://www.ride.ri.gov/finance/ride_insite/2009/default.htm

5. One of the deliverables for this project is to “respond to daily or weekly questions from UCOA users”. Does the State capture support statistics about their UCOA user community? Please provide these support metrics.

Answer: The State does not capture support statistics for UCOA. The response to daily or weekly questions from UCOA users is through RIDE staff. The vendor will not be expected to answer questions directly from the user. The state expects the vendor to be available for consultation with RIDE staff in a timely manner to help compose responses to the end users questions when necessary. Questions are generally limited in scope around complex issues or issues that may impact data comparability.

6. The Letter of Interest provides annual cost information with the total cost of the contract not to exceed \$705,000. Please provide the detailed assumptions on how the State developed these annual estimates.

Answer: Budget development work papers will not be provided. The vendor will need to work within available funding. Figures presented are based on historical data and our knowledge of the work necessary to achieve the deliverables over the next three years.

7. It is unclear in the Letter of Interest if a data conversion effort needs to take place as part of this project. If so, please describe what data needs to be converted and confirm the source of the data.

Answer: Other than conforming to the file import specifications there will be no data conversion required. We anticipate that the file necessary for import into our data warehouse will be either a text delimited or xml.

Vendor B:

Page 2 – When are we required to submit the RI Certificate of Authority?

Answer: Only if your firm is selected. You'll be required to provide proof of application prior to the issuance of a purchase order.

Page 5 - Deliverables :

A) Is all the work for this contract required to be performed on site at RIDE's Offices?

Answer: No. The majority of this work is performed offsite. Periodically RIDE will convene a meeting with districts to discuss issues or proposed changes to the accounting codes or methodology which require the consult on site, however, these are limited to 2-3 times per year.

In the event that collaboration and file transfer are necessary outside of email, we will provide VPN access and SharePoint collaboration. The bulk of the communication occurs via email and phone.

B) What city will on site work be performed in?

Answer: Providence, RI.

C) Does the contractor have the discretion of performing a portion of the work at the contractor's office?

Answer: Yes

D) What percentage of the work is anticipated to be on site?

Answer: A very small percentage – approximately 2-3 times per year for approximately 3 days each visit.

Page 7 – Delivery of Proposal – Do proposals need to be personally delivered or are we allowed to Fedex them?

Answer: Courier delivery is allowed

Page 7 – Contractor Understanding of the Issues – Will a contractor *without* specific school district experience still be considered for award if it has similar types of work experiences?

Answer: Please refer to the additional contractor experience/qualifications section of the RFP on page 6.

Page 9 – What constitutes “Consultant” expenses?

Answer: An example in this area might be the primary vendor who utilizes the services of an editorial specialist to assist with proofing documents.

Page 9 – What constitutes “Other” expenses?

Answer: This is included in the event that there are expenses not already delineated on the form. An example might be additional costs for connectivity, as opposed to telephone.

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